



AL RECORDS MANAGEMENT

ESSENTIAL RECORDS LISTING

Arizona State Library,
Archives and Public Records

Pursuant to A.R.S. §41-151.14 (5), The head of each state and local agency shall: Once every five years submit to the director lists of all essential public records in the custody of the agency.

Public Body Title ARIZONA STATE PARKS BOARD

Date:

Name (type or print): TOM SARRATT	Title: Records Officer or Designee (type or print):	Chief of Budget, Fiscal Services and Procurement	E-mail: tsarratt@azstateparks.gov	Phone : 602-542-2138
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Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5	* OPTIONAL INFORMATION *								Backup Information		
				Priority Access (in hours)				Media		Document type	Backup Information			
				1-2	2-5	5-72	72+	Paper	Electronically	Micromedia	Other	Original	Copy	In Site
Attendance & Revenue Records	03-10-1997	1	4	X	X	X		X						
Budget Files	03-10-1997	2	4	X	X	X					X			
Contracts, Agreements & IGAs (Including correspondence, bids & proposals)	03-10-1997	3	2	X	X	X					X	X		
Deposits	03-10-1997	4	4	X	X	X					X			
Employee Personnel Files	03-10-1997	5	2	X	X						X			
Employee Time Reports	03-10-1997	6	4	X							X			
Expense Accounting Records	03-10-1997	7	2	X	X						X			
Grant Files	03-10-1997	8	2											
Documents (separated from Fed Grant Files)	03-10-1997	8	2	X	X						X			
Federal Grants (park development)	03-10-1997	8	2	X	X						X			
Historical Preservation (covenants filmed)	03-10-1997	8	4	X	X						X			
State Park Development	03-10-1997	8	4	X	X	X					X			
Outdoor Recreation Files	03-10-1997	9	4	X	X						X			
Payroll Claims	03-10-1997	10	4	X	X	X					X			
Payroll Deduction Records	03-10-1997	11	2	X	X	X					X			
Personnel Action Forms	03-10-1997	12	4	X	X	X					X			
Unsuccessful Bids & Proposals (including correspondence, bids & proposals)	10-21-1996	1	4	X	X	X					X			
Natural Area Projects (including correspondence & proposals)	10-21-1996	2	2	X	X						X			
Unsuccessful Bids & Proposals (required for next audit)	10-21-1996	3	2	X	X	X					X			

* REQUIRED INFORMATION *				* OPTIONAL INFORMATION *												
				Priority Access (in hours)		Media			Docu- ment type	Location			Quantity	Update Cycle	Salvage Instructions	
Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5	1-12	13-72	Ayer/72	Paper	Electroni	Mixed	Other	Original	Copy	Location	On Site	Off Site	Location
Grant Files Includes:		1	4	X	X											
Land and Water Conservation Fund	07-24-2001	1	4	X	X											
Local Regional & State Parks Heritage Fund	07-24-2001	1	4	X	X											
State Lake Improvement Fund	07-24-2001	1	4	X	X											
Historic Preservation Recreation Fund/Federal	07-24-2001	1	4	X	X											
Trails Heritage Fund	07-24-2001	1	4	X	X											
Off Highway Vehicle Recreation Fund/Recreational Trails Program	07-24-2001	1	4	X	X											
Law Enforcement Boating Safety Fund	07-24-2001	1	4	X	X											
Growing Smarter	07-24-2001	1	4	X	X											
Environmental Education	07-24-2001	1	4	X	X											
National Recreational Trails Fund Act	07-24-2001	1	4	X	X											
All Others	07-24-2001	1	4	X	X											
Archaeology Commission Records and Minutes	11-08-2006	1	4	X	X											
Certified Local Government Program Records	11-08-2006	2	4	X	X											
Ordinances	11-08-2006	2	4	X	X											
Correspondence	11-08-2006	2	4	X	X											
Certifications	11-08-2006	2	4	X	X											
Pass Through Project and Fiscal Records (including covenants, scope of work and photographs)	11-08-2006	2	4	X	X											
Economic Recovery Tax Act Records (Federal)	11-08-2006	3	4	X	X											
State Property Tax Records (paper and electronic)	11-08-2006	4	5	X	X	X										
Federal End of Year Reports	11-08-2006	5	4	X	X											
National Register Records (paper and electronic)	11-08-2006	6	5	X	X	X										
Historic Sites Review Committee Minutes	11-08-2006	7	5	X	X											
Arizona Site Stewards Program Records (paper and electronic)	11-08-2006	8	4	X	X											
Volunteer Monitor Agreements	11-08-2006	8	4	X	X											
Site Kits	11-08-2006	8	4	X	X											

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Record Series Title/Records Description	Schedule # or Date	Item #	E.D. 1-5	1-12	13-72	Ayer 72+	Paper	Electroni	Mixed	Other	Original	Copy	On Site	Off Site	Location
Publications (including brochures, newsletters, annual reports, etc.)	11-08-2006	9	4	X	X						X				
Review and Compliance Records (paper and electronic)	11-08-2006	10	4	X	X		X				X				
Reports (including survey, testing, monitoring, data recovery, condition assessments, State level building documentation, Historic American Building Survey and Historic American Engineering Records (HABS/HAER))	11-08-2006	10	4	X	X						X				
Determinations, of Eligibility and Supporting Justification Records	11-08-2006	10	4	X	X						X				
General Project Correspondence	11-08-2006	10	4	X	X						X				
Agreements	11-08-2006	10	4	X	X						X				
Easements and Covenants	11-08-2006	10	4	X	X						X				
Archaeology Library Reports (now part of Review and Compliance Files, including Archaeological survey, data recovery testing reports, and data recovery monitoring reports)	11-08-2006	11	4	X	X						X				
Site Plans and Context Studies	11-08-2006	12	4	X	X						X				
Annual Work Plans	11-08-2006	13	4	X	X						X				
Grant Records	11-08-2006	14	4	X	X						X				
Project Records (including photographs, maps, final reports, condition assessments and covenants)	11-08-2006	14	4												
Fiscal Records	11-08-2006	14	4	X	X						X				
State Historic Preservation Office Program Certifications	11-08-2006	15	4	X	X						X				
Public Programs General Correspondence (paper and electronic)	11-08-2006	16	4	X	X	X					X				
Azsite User Applications	11-08-2006	17	4	X	X						X				
Attorney Correspondence	11-08-2006	18	4	X	X						X				
Inventories of Historical and Archaeological Properties Records (paper records input into Azsite)	11-08-2006	19	4	X	X						X				